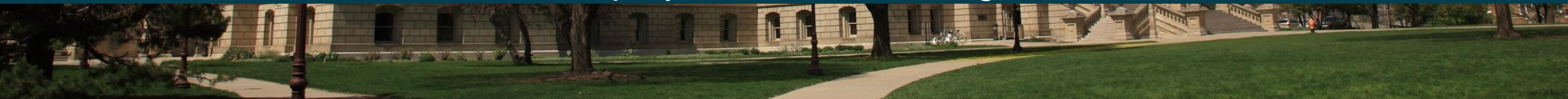




**WIOA 2022-2023 Applications**  
**Instructional, Institutional, and IELCE**  
Michigan Department of Labor and Economic Opportunity  
Employment and Training



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- [Submit the 2022-2023 WIOA Application](#)
- [Modify the 2022-2023 WIOA Application](#)
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  - [Status History](#)
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  - [Attachment Repository](#)
  - [Notes](#)
  - [Print Document](#)
- [NexSys User Profile](#)
  - [Organization Members](#)

# Special Note

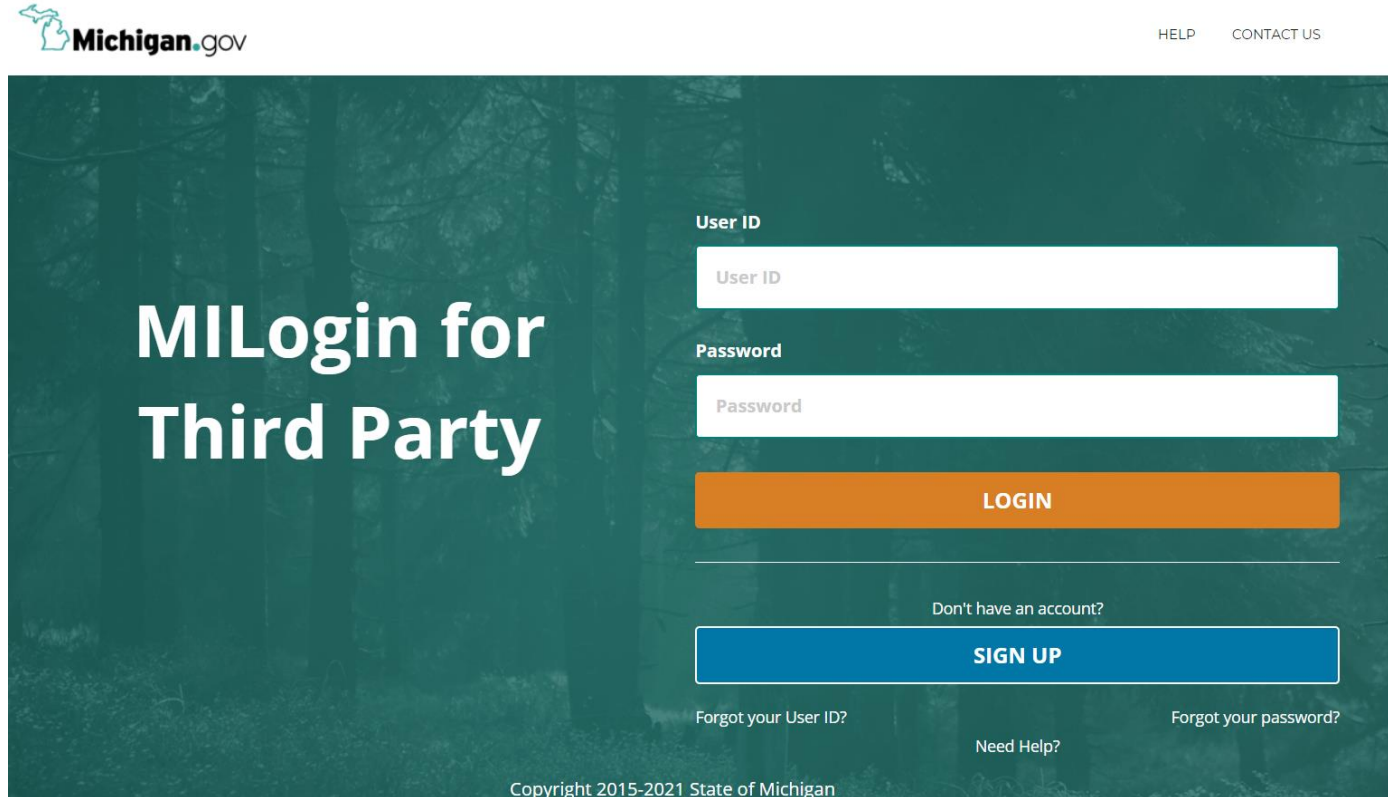
NexSys is supported by the following browsers: Chrome, Microsoft Edge, and Firefox. We strongly recommend using Chrome when working in NexSys.

# MiLOGIN for Third Party

<https://milogintp.Michigan.gov>

Login using Username and Password created during account creation and linking process.

Refer to the [NexSys website](#) for instructions for setting up and linking a MiLogin for Third Party account.

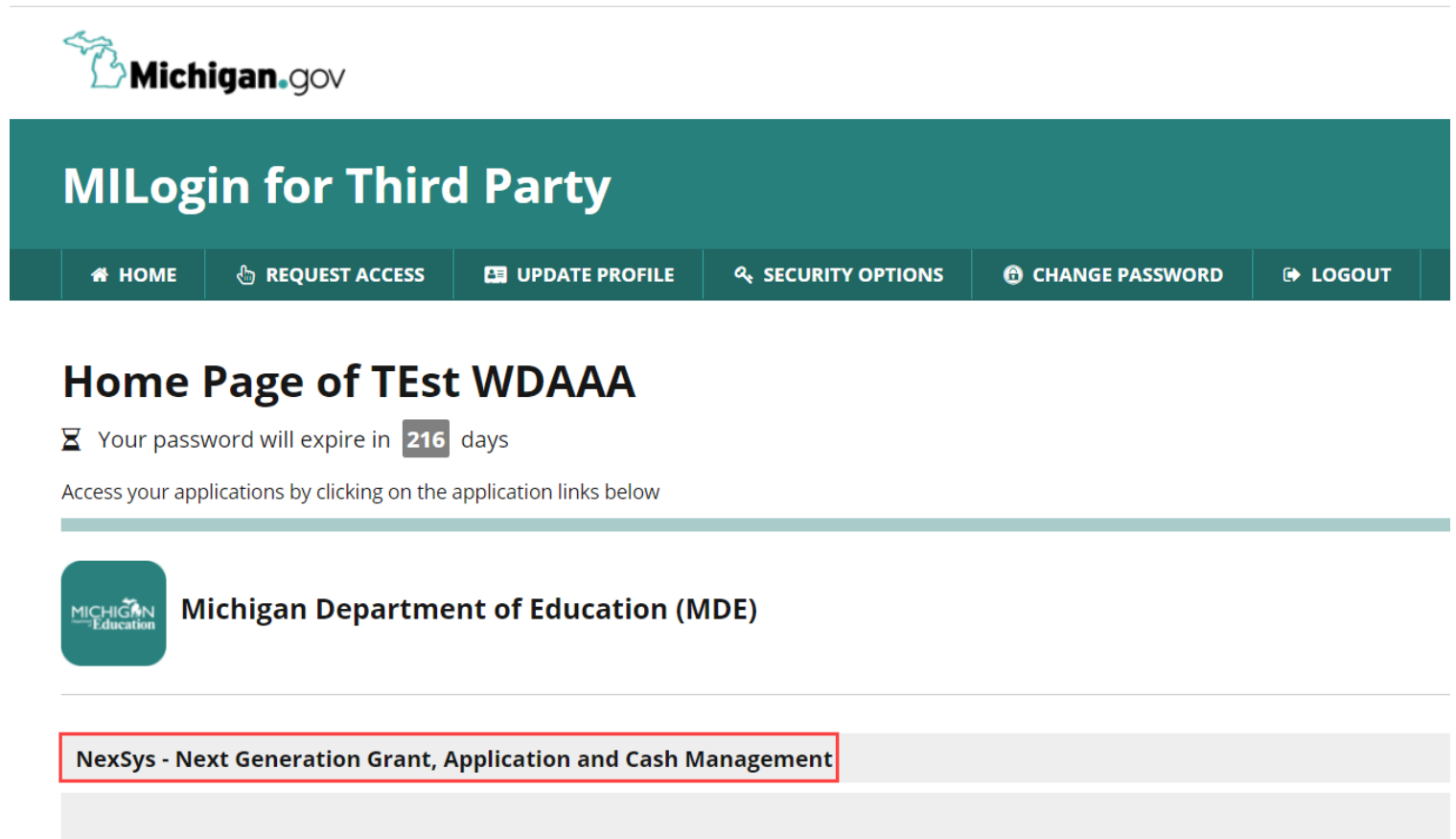


The screenshot shows the Michigan.gov logo in the top left corner and links for HELP and CONTACT US in the top right. The main heading is "MiLogin for Third Party". Below this, there are two input fields: "User ID" and "Password". An orange "LOGIN" button is positioned below the password field. A link "Don't have an account?" is located above a blue "SIGN UP" button. At the bottom, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer text reads "Copyright 2015-2021 State of Michigan".



# MiLOGIN for Third Party

Select the link for **NexSys – Next Generation Grant, Application and Cash Management** under the Michigan Department of Education Header.



The screenshot shows the 'MiLogin for Third Party' page on the Michigan.gov website. At the top is the Michigan.gov logo. Below it is a teal header with the title 'MiLogin for Third Party'. A navigation bar contains links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled 'Home Page of TEst WDAAA' and includes a password expiration notice: 'Your password will expire in 216 days'. Below this is a section for the Michigan Department of Education (MDE), featuring its logo and the text 'Michigan Department of Education (MDE)'. A list of application links follows, with 'NexSys - Next Generation Grant, Application and Cash Management' highlighted by a red rectangular border.

Michigan.gov


## MiLogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

### Home Page of TEst WDAAA

⌚ Your password will expire in **216** days

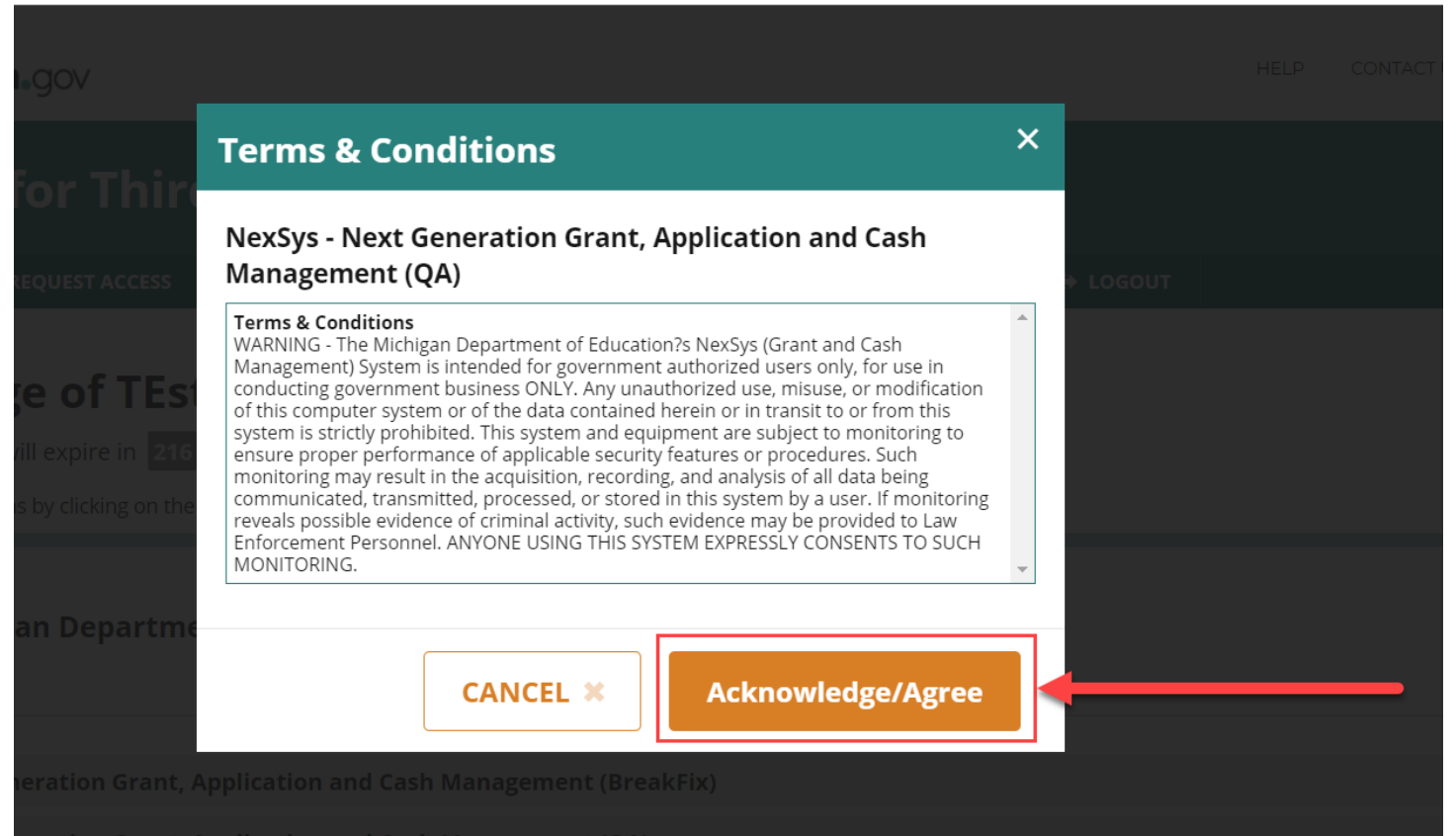
Access your applications by clicking on the application links below

**Michigan Department of Education (MDE)**

**NexSys - Next Generation Grant, Application and Cash Management**

# MiLOGIN for Third Party

After acknowledging and agreeing to the **NexSys Terms & Conditions**, the **NexSys Dashboard** should open.



# Initiate Application

Level 5 users can find the WIOA Application within their **My Opportunities** panel.

Locate the appropriate application and select the blue colored link titled **Adult Education: WIOA Instructional Programs, Adult Education: WIOA Institutional Programs, or Adult Education: WIOA IELCE Programs.**

### Welcome to NexSys!

As a new user please read the information below and proceed accordingly to complete your access to NexSys:

- If you need access to entity Applications, please contact your Entity Authorized Official and request to be added as an entity user.
- If you need access to the entity Accounting processes, please contact your Accounting Entity Certifier and request to be added as an entity user.
- If you are a new Entity Authorized Official or Accounting Entity Certifier you will need to complete a NexSys Authorization form and submit it to MDE. The Authorization form can be found at [Michigan.gov/MDE-NexSys](https://Michigan.gov/MDE-NexSys). You will receive a notification from MDE when your completed authorization form has been processed.
- Questions can be directed to: [MDE-NexSys-Applications@Michigan.gov](mailto:MDE-NexSys-Applications@Michigan.gov) or [MDE-NexSys-Accounting@Michigan.gov](mailto:MDE-NexSys-Accounting@Michigan.gov)

### My Tasks

Initiate Related Document

Filter

My Tasks

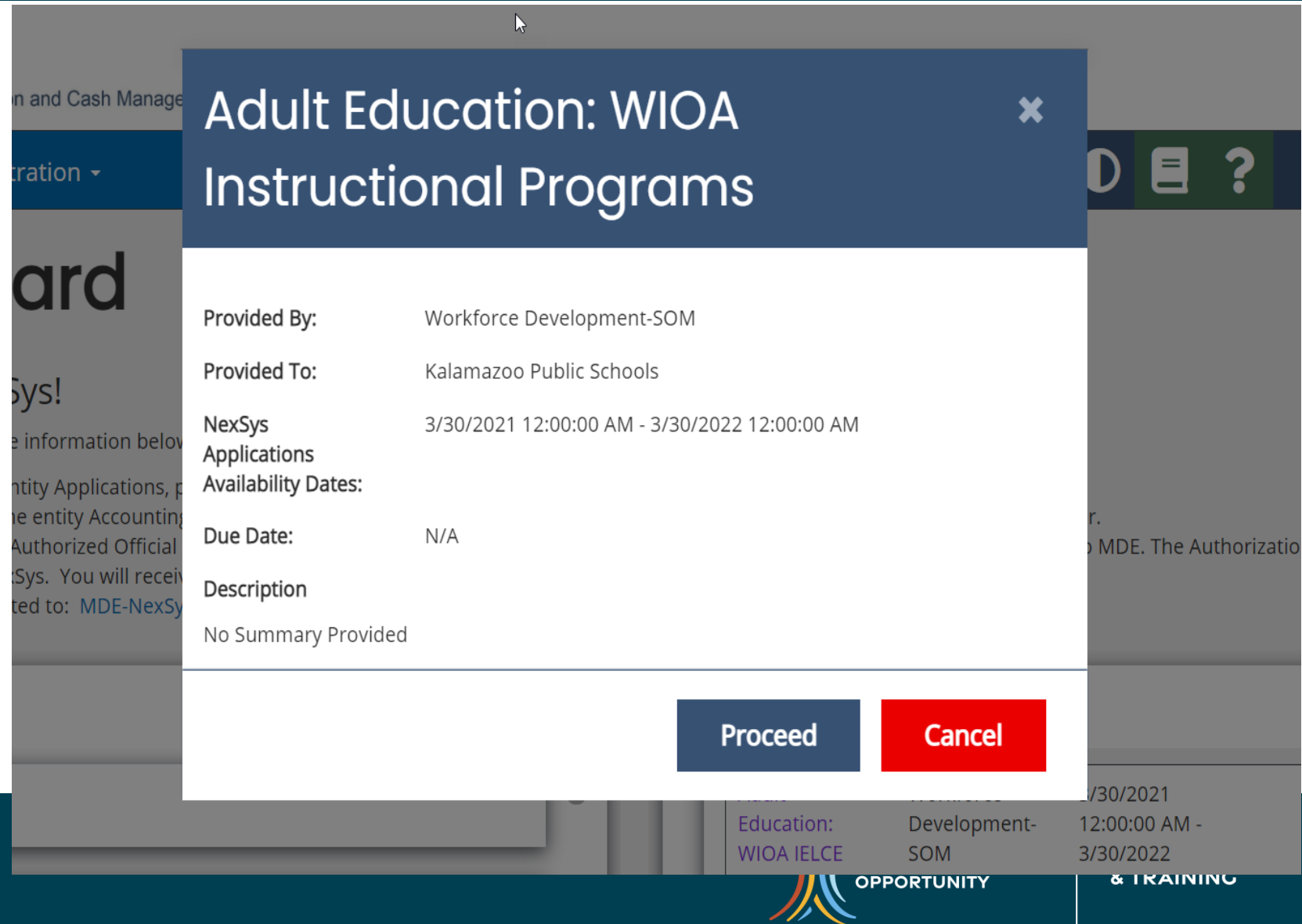
Application	Document Number	Organization	Status	Status Date	Due Date
21st Century Community Learning Centers State	<a href="#">21CCLCS A-2022-330002550-6</a>	Michigan State University - 330002550	Application In Progress	4/5/2021 9:35:12 AM	

### My Opportunities

<a href="#">Adult Education: WIOA IELCE Programs</a>	Workforce Development-SOM	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM
<a href="#">Adult Education: WIOA Institutional Programs</a>	Workforce Development-SOM	5/13/2021 12:00:00 AM - 5/13/2022 12:00:00 AM
<a href="#">Adult Education: WIOA Instructional Programs</a>	Workforce Development-SOM	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM

# Initiate Application

Ensure the pop-up window displays the correct agency and select **Proceed**.



The screenshot shows a web application interface with a dark blue header and a light gray sidebar. A pop-up window titled "Adult Education: WIOA Instructional Programs" is centered on the screen. The pop-up has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following information:

Provided By:	Workforce Development-SOM
Provided To:	Kalamazoo Public Schools
NexSys Applications Availability Dates:	3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM
Due Date:	N/A
Description	No Summary Provided

At the bottom of the pop-up, there are two buttons: "Proceed" (dark blue) and "Cancel" (red).

In the background, the web application interface is visible, showing a sidebar with a "Board" section and a main content area with a "Sys!" section. The footer of the web application includes the text "Education: WIOA IELCE", "Development-SOM", and "3/30/2021 12:00:00 AM - 3/30/2022 12:00:00 AM".



# Initiate Application

Once the application is initiated, a **Copy Forward** option will appear. This option allows you to copy forward certain data from the 2022 WIOA application.

## Adult Education: WIOA Instructional Programs ✕

Provided By: Michigan Department of Education

Provided To: Zeeland Public Schools - 70350

Copy Forward Document:

Don't Copy Forward ▼

NexSys Applications  
Availability Dates:

8/1/2022 12:00:00 AM - 8/31/2022 12:00:00 AM

Due Date:

N/A

Proceed

Cancel

# Initiate Application

The **Copy Forward** feature has two options: **Don't Copy Forward** and the **2022 Application Document Number**.

Choosing to import will copy forward the following pages from the 2022 application:

- **Regional Partnership**
- **Adult Education Program Offerings**
- **Budget Summary, Detail and Budget Items**
- **Narrative Uploads**

## Adult Education: WIOA Instructional Programs ×

Provided By: Michigan Department of Education

Provided To: Zeeland Public Schools - 70350

Copy Forward Document:

Don't Copy Forward

NexSys Applications  
Availability Dates:

Don't Copy Forward

WIOAIP2-2022-70350-4

Due Date: N/A

Proceed

Cancel

# Navigate and Complete the WIOA Application

The green menu to the left displays all pages of the application. The white check boxes will appear empty until pages are completed, at which time a white check mark will populate.

While users may begin with any page of the application this guide will work from the top down, starting with the **Cover Page**.

The screenshot displays the NexSys application interface. At the top, the logo for NexSys (Grant, Application and Cash Management System) is visible, along with the text "QA - UAT" and the Michigan Department of Labor & Economic Opportunity logo. The navigation bar includes links for Home, Administration, and Searches. A green sidebar menu on the left lists various sections: WIOAIP-2022-39010-14, Forms, Cover Page, Assurances and Certifications, Important Information, Management Activities, and Review Grant Selections. The main content area is titled "Document Overview" and shows details for the application WIOAIP-2022-39010-14. It includes fields for Organization (Kalamazoo Public Schools - 39010), Your Role (Authorized Official (5)), and Period Date (3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM). A progress bar at the bottom indicates the status of various steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted.

# Cover Page

On the **Cover Page** you must scroll down and select a **Main** and **Secondary Contact** from the dropdown. The dropdown is populated by names drawn from the **Add/Edit People** section.

## Main Contact Person

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

...

# Cover Page cont.

The bottom half of the **Cover Page** is used to select both a main and secondary contact person for the project.

1. Select a main contact person from the first drop-down.
2. Select a secondary contact from the second drop-down.
3. Select SAVE in the upper-right hand corner of the page.

The screenshot displays the 'Cover Page' for project WIOAIP-2022-70350-18. The left sidebar contains navigation links: Home, Administration, Searches, WIOAIP-2022-70350-18, Forms, Cover Page (selected), Assurances and Certifications, Important, Management Activities, and Review Grant. The top navigation bar includes Home, Administration, Searches, and a user profile 'Test WDAAO'. A table at the top shows project details: City (Zeeland), Zip Code (494640110), and Entity County (Ottawa County). The 'Main Contact Person' section features a 'Contact Name' dropdown menu with a red arrow pointing to it. Below this, a note states: 'Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.' The 'Secondary Contact Person' section also has a 'Contact Name' dropdown menu with a red arrow pointing to it, followed by the same MILogin note. In the top right corner, there are 'New Note' and 'Save' buttons, with a red arrow pointing to the 'Save' button.

City	Zip Code	Entity County
Zeeland	494640110	Ottawa County

### Main Contact Person

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

Address

### Secondary Contact Person

Contact Name

Contact information listed below is maintained in MILogin. If corrections are needed please have user update their MILogin profile.

Address



# Cover Page cont.

Contact information for both individuals should display on the **Cover Page** after the page saves the selections.

Note the **Cover Page** now shows a check mark within the green menu on the left-hand side of the page.

Select the **Assurances and Certifications** link to move to the next page of the application.

The screenshot displays a web application interface for WIOAIP-2022-70350-18. The top navigation bar includes links for Home, Administration, and Searches. The left-hand menu is expanded, showing various sections: Forms (with a checkmark next to Cover Page), Assurances and Certifications, Important Information, Management Activities, Review Grant Selections, Additional Fiscal Agent Information, Regional Partnership, Adult Education Program Offerings, Program Information, and Memorandum of Understanding. The main content area is divided into two sections: Main Contact Person and Secondary Contact Person. Each section contains a dropdown menu for Contact Name, a text area for Address, and fields for City, Zip Code, Telephone, and Fax. The Main Contact Person section shows LYNN VAN KAMPEN as the contact name, with address 183 W ROOSEVELT, City ZEELAND, Zip Code 49464, Telephone (616) 748-3006, and Email Address lvankamp@zps.org. The Secondary Contact Person section shows SHELLY HETTENBACH as the contact name, with Address P.O. Box 110.

Home Administration Searches

WIOAIP-2022-70350-18

Forms

Cover Page

Assurances and Certifications

Important Information

Management Activities

Review Grant Selections

Additional Fiscal Agent Information

Regional Partnership

Adult Education Program Offerings

Program Information

Memorandum of Understanding

### Main Contact Person

Contact Name

LYNN VAN KAMPEN

Contact information listed below is maintained in MILogin. If corrections are needed p

Address

183 W ROOSEVELT

City Zip Code

ZEELAND 49464

Telephone Fax

(616) 748-3006

Email Address

lvankamp@zps.org

### Secondary Contact Person

Contact Name

SHELLY HETTENBACH

Contact information listed below is maintained in MILogin. If corrections are needed p

Address

P.O. Box 110

# Assurances & Important Information

Click on the **Assurances and Certifications** page and the **Important Information** page to review the information present.

**Please read the Important Information.**

The check box will show as complete without having to click on SAVE even though there is a SAVE button.

The screenshot shows a web application interface. At the top is a blue navigation bar with links: Home, Administration (dropdown), Searches (dropdown), and Reports (dropdown). Below this is a sidebar for 'WIOAIP-2023-39010-6' with a 'Forms' dropdown menu. The menu items are 'Cover Page' (with a green checkmark), 'Assurances and Certifications' (with a green checkmark), and 'Important Information' (with a green checkmark). The main content area has a header 'Assurances and Certifications' and a sub-header 'Assurances and Certifications'. Below this, it says 'MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY- WORKFORCE DEVELOPMENT'.

The screenshot shows the same web application interface. The sidebar is identical. The main content area has a header 'Important Information' and a sub-header 'Important Information'. Below this, it says 'IMPORTANT INFORMATION for the 2023 Workforce Innovation and Opportunity Act, Title II (WIOA) Grant Applications'. Underneath, it states 'Application Due Date -The 2023 WIOA Instructional, Institutional and IELCE applications must be completed and submitted in the Next'.

# Review Grant Selections page

NexSys requires the completion of the **Review Grant Selections** page. Budget pages will be generated in the application once **Review Grant Sections** has been completed and saved. The required **Federal budget** will default to **Apply Now**.

**Anticipated Tuition and Fees** must be selected if you are charging any tuition or fees to participants.

**Anticipated Other Local** must be selected if you do not receive State Section 107 funds.

Click SAVE when done.

## Review Grant Selections

### Adult Education: WIOA Instructional Programs

Do Not Apply

☐

Apply Now

☒

Federal Instructional

Do Not Apply

☐

Apply Now

☐

Anticipated Tuition and Fees

Do Not Apply

☐

Apply Now

☐

Anticipated Other Local

# Additional Fiscal Agent Information page

Fully complete the **Fiscal Agent Information** page.

1. Fill in responses.
2. Select SAVE in upper-right.

## Additional Fiscal Agent Information

FISCAL AGENT NAME:

Kalamazoo Public Schools - 39010

\* AGENCY TYPE:

OTHER:

# A quick note about phone number formatting

Phone numbers will automatically be formatted as you type the number into the field.

For phone numbers with extensions, continue to type in the phone number field and the extension will show without you having to add “ext.” or “x.”

\* Phone

(555) 623-6598

\* Phone

(441) 223-6598 ext. 55



# Regional Partnership page

**This page can copy forward** from the 2022 application. Please update the page as needed.

To add more rows to the page, click on the + to the right of the last row.

0 of 60	 +
0 of 60	

Save the page.

## Regional Partnership

Entity Name

Kalamazoo Public Schools - 39010

Roles AND/OR Services	
AGENCY NAME	ROLES AND/OR SERVICES
0 of 60	0 of 60
0 of 60	0 of 60

# Adult Education Program Offerings page

## Adult Education Program Offerings

PROVIDER NAME:

\* Site Name Where Applicable Classes Are Held:

\* Site Address:

\* Site City:

\* Site State:

MI

\* Site Zip:

\* Telephone Number:

\* COUNTY OF SITE LOCATION:

\* Program Website for Public Access:

This page can copy forward from the 2022 application.

Update the **Program Offerings** page as needed.

SAVE the page once updated. You must **SAVE** each location even if no changes have been made.

# Adult Education Program Offerings page cont.

This information will be used to list your program, locations, and services on a public website. Program contact and program website information should be appropriate for public use and for questions and/or registration purposes.

If you select IET or IELCE, you are required to upload IET Plan Parts 1 & 2 for each IET. Please use the templates found on the Adult Education [website](#).

Use the ADD or DELETE button at the upper right to add or delete a location.

PROGRAM	TUITION AND FEES (per participant):	HOURS OF OPERATION (days/hours/# of weeks or term):
<input type="checkbox"/> ABE		
<input type="checkbox"/> ASE		
<input type="checkbox"/> HSC		
<input type="checkbox"/> HSE		
<input type="checkbox"/> ESL		
<input type="checkbox"/> IET		



# Budget Summary page

This page can be copied forward from the 2022 application.

Scroll down to complete the page.

1. Fill in Business Office Representative contact information and Project Contact Person information.
2. Save page.
3. Go to **Budget Items** to begin building budget.
4. Administrative costs percent will display on this page once budget items are added.

## Budget Summary

New Note | Save

### Funding Source

Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
70350						

200058

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000
----------------	------------------	------------------	-------------------------------------	---------------------------------	---------------------------	---------------------------------

### Contact Information

\* Business Office Representative

\* Phone

\* Email

\* Project Contact Person

\* Phone

\* Email

# Budget Items page

**This page can copy forward** from the 2022 application and be used as a starting point and reference for completing the 2023 budget.

Select the appropriate item from each dropdown menu and provide a DETAILED budget item description. Enter the budget amounts, complete the page and SAVE.

Select ADD to add another budget item. This is the only way to add a new budget item

**Note:** The red arrow points to a navigation bar to scroll left or right. This bar is found on most pages.

## Budget Item

### Funding Source

Program Number	Project Number	CFDA Number	Starting Date	Endir

Select the appropriate Function Code for this budget item:

Indicate if this budget item is a Program Cost or a cost assigned to an Infrastructure Cost Agreement:

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:



# Budget Items cont.

Once budget items are added, clicking the **Budget Items** menu item on the left will pop out a sub-menu displaying all existing budget items. From the sub-menu each item can be clicked on as needed.

If you leave the budget item screen and wish to return to add/delete budget items, click on any budget item and then click ADD at the upper left.

The screenshot shows a web application interface for budget management. At the top is a blue navigation bar with 'Home', 'Administration' (with a dropdown arrow), and 'Search'. Below this is a dark blue header area with 'WIOAIP-2022-70350-8' and 'INSTRUCTION'. To the right of this header is a 'Budget Items' sub-header. On the left side, there is a vertical menu with four items: 'Budget Summary' (dark grey), 'Budget Detail' (green), and 'Budget Items' (green). The 'Budget Items' item is highlighted and has a sub-menu open to its right. This sub-menu contains two items: '131: Basic (Adult/Continuing Education): \$0.00' and '221: Improvement of Instruction: \$0.00'. Each item in the sub-menu has a black circle with a white exclamation mark icon to its right. The 'Budget Items' menu item also has a white exclamation mark icon and a white right-pointing arrow icon next to it.

# Budget Detail page

This page can copy forward.

The **Budget Detail** page provides an exportable version of each budget.

At the top of the page, select the **Funding Source** and correct **Source of Funds** to display the information you require. To select **ALL**, use the blank option in both drop down menus.

Home Administration Searches

WIOAIP-2022-70350-18

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Management Activities
- Review Grant Selections
- Additional Fiscal Agent Information
- Regional Partnership
- Adult Education Program Offerings
- Federal Instruction

## Budget Detail

Funding Source: Federal Instruction

Source of Funds: Program Cost

Grant Member: Zeeland Public Schools - 70350

Clear Search

### Results

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
130 - Adult Continuing Education										
132	ASE teacher	Zeeland Public	1.00 / 0	\$55,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00

# Budget Detail page

Click on the **Export** box (indicated by the red arrow) to export the **Budget Detail** page. Select either Excel, XML or CSV.

The screenshot shows the 'Budget Detail' page. On the left is a sidebar with a 'Forms' section containing 'Cover Page', 'Assurances and Certifications', and 'Important Information', each with a checkmark. The main area is titled 'Results' and contains a table. A red arrow points to an 'Export' button (a square with a download icon) in the top right corner of the table. Below the table, a dropdown menu is open, showing the options 'Excel', 'XML', and 'CSV'.

Function Code	Description	Entity	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
130 - Adult Continuing Education										
131	teachers for	Zeeland	0 / 0	\$120,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00

# Contractual Agreement and MOU pages

**Upload Contractual Agreements and Memoranda of Understanding** to the correct upload page. These serve as supporting documentation for budget items, infrastructure costs and service agreements.

To upload multiple documents, click on ADD and be sure to SAVE.

## Contractual Agreement

Title

Document Source

Select

## Memorandum of Understanding

Title

Document Source

Select

# Narrative Upload page

This page can copy forward.

If rolled forward, **delete the 2021-22 Narrative Template** and upload the completed 2022-23 Template. **Do not delete the original RFA application.** If the RFA application had been uploaded under State of Michigan Attachments in the 2022 application, it must be uploaded under Narrative Upload in the 2023 application.

Use the **Narrative Template** found on the Adult Education [website](#) to indicate changes to your program and services for PY22-23, compared to the original RFA application.

Upload the completed template AND your original RFA grant application to the **Narrative Upload page**.

Save after each upload.

## Narrative Upload

\*Title

\*Document Source

Select

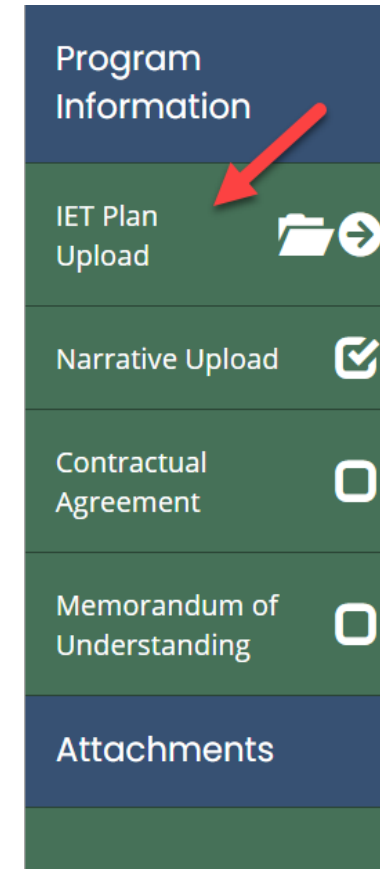




# IET Plan Upload page

The upload feature for the **IET Plan** will show if IET has been selected on the Adult Education Program Offerings page. It automatically shows in the IELCE application.

To upload multiple documents, click on ADD and be sure to SAVE.

You must provide an **IET Plan Parts 1 & 2** for each type of IET provided. These templates are on the [website](#).



Program Information	
IET Plan Upload	
Narrative Upload	
Contractual Agreement	<input type="checkbox"/>
Memorandum of Understanding	<input type="checkbox"/>
Attachments	

# Attachments page

The **Attachments** page can be utilized to upload additional documentation to support the application. Use clear titles to indicate the subject of each document.

Multiple attachments may be uploaded.

Click **SAVE** after adding each attachment.

**WIOAIP-2022-70350-10**

IET Plan Upload

Narrative Upload

Contractual Agreement

Memorandum of Understanding

**Attachments**

Attachments

State of Michigan Attachments

## Attachments

New Note | Save | Add | Delete

Last Saved 7/22/2021 4:55 PM

**Instructions:**

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments may be in **Word, PDF, JPG, XLS or GIF** format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

### Attachments

Title

att1

Document Source

Select

# State of Michigan Attachments page

This page is for the State Office of Adult Education to utilize once the application has been submitted. This upload feature will not work for the local agency, but the local agency will be able to see what is uploaded here.

WIOAIP-2022-70350-18

Contractual Agreement ☐

Narrative Upload ☐

Attachments

Attachments ☐

State of Michigan Attachments

State of Michigan Attachments ☐

Tools

Landing Page

Add/Edit People

Status History

## State of Michigan Attachments

**Instructions:**

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any sp  
upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file

### State of Michigan Attachments

Title

Special State stuff

19 of 100

Document Source

Select

Drag Files Here

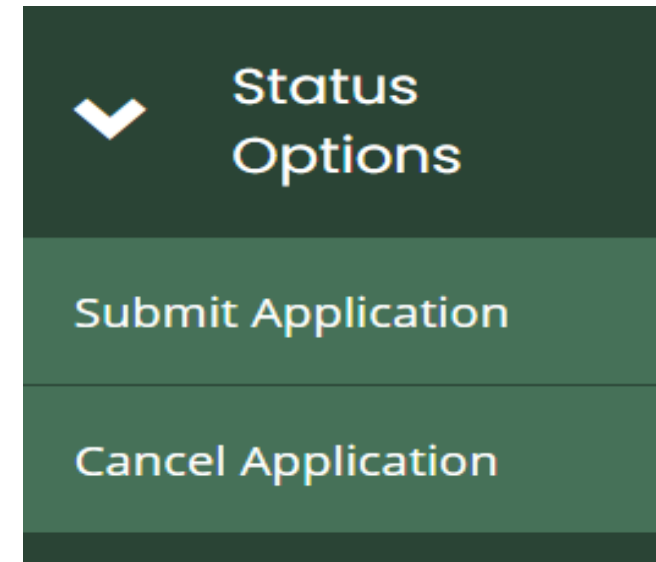
To upload more than one document please use the add button at the top right corner of page.

# Submit the WIOA Application

All available status options appear below the **Status Options** section of the green navigation menu, towards the bottom of the navigation menu.

Level 5 users will see both **Submit Application** and **Cancel Application** under status options.

If for any reason the application must be cancelled, the Level 5 user has this option available to them at any time before submission. If this is the case, select **Cancel Application**.



# Submit the WIOA Application

Select **Submit Application**. A box will pop up confirming you want to submit the application. The box will contain the language shown here.

By submitting the application, the level 5 is acknowledging that the information in the application is true and correct, that the agency will comply with the Assurances and Certifications, and the budget was prepared cooperatively by individuals from both the Programs and Business Office.

In order to submit your application you must first agree to the following conditions. I, Test WDAAO, certify that... The information submitted in this application is true and correct to the best of my knowledge; and {FiscalAgent} will comply with the Assurances and Certifications (available on the View/Edit Forms menu) of this application; and The budget was prepared cooperatively by individuals from both the Program and Business Office. If you are not Test WDAAO you should return to the Main Menu.

# Timelines for Review and Modifications

- Submitted applications will be reviewed by the Program Office within **45 calendar days**.
- Programs should submit modifications to the Program Office within **21 calendar days**.
- The final amendment due date is **May 15, 2023**.
- Please amend the application as necessary throughout the program year. Do not wait until the final due date to submit amendments.

# Modify the WIOA Application

If the Adult Education program office requires modifications to the WIOA application after its initial submission and Program Office review, please login to NexSys and locate the application under **My Tasks**. Select the blue colored alphanumeric link under **Name** to access the application.

## My Tasks

[Initiate Re](#)

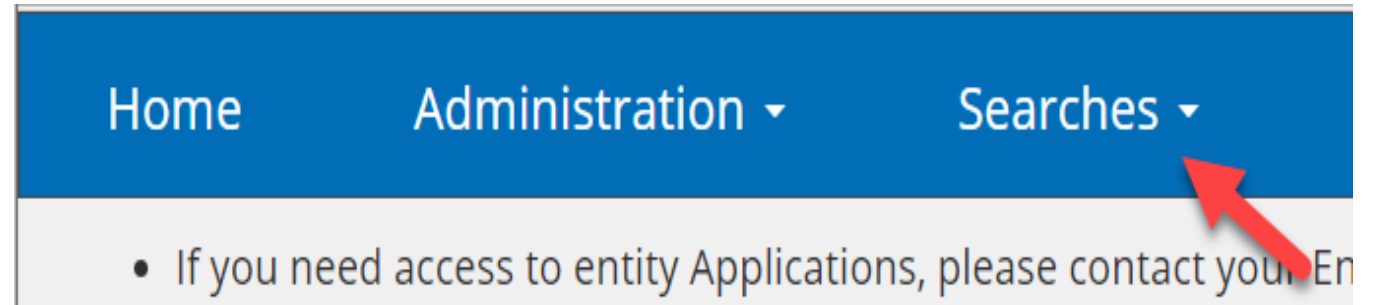
	Submitted	Time
<a href="#">EO-2022-33000-3</a>	Review In Progress	06/21/2021 04:17 PM
<a href="#">EO-2022-41000-7</a>	Review In Progress	06/04/2021 08:44 AM
<a href="#">EO-2022-63000-11</a>	Program Office Review Complete	07/21/2021 04:27 PM
<a href="#">EO-2022-63000-4</a>	Review In Progress	05/24/2021 02:33 PM
<a href="#">WIOAIP-2022-70350-12</a>	Review In Progress	08/03/2021 09:41 AM

# Modify the WIOA Application cont.

**Note:** If the application does not appear in **My Tasks**, click on **Searches** and select **Applications**.

Select the type of application from the dropdown and then fill in the fiscal year.

Once an application has been initiated by the agency, it will be found under **Searches**.



## Document Search

Document Number

Entity

My Application/Tasks

A dropdown menu with the text 'Adult Education: WIOA Instructional Programs' and a downward arrow on the right. A red arrow points to this dropdown.

Status

Fiscal Year

A text input field containing the value '2022'. A red arrow points to this field.



# Modify the WIOA Application cont.

The application will open to the **Document Overview** page. Scroll down the menu on the left-hand side until you see the **Status Options** available.

Select **Modify Application**.

Click **OK** when the confirmation box pops up.

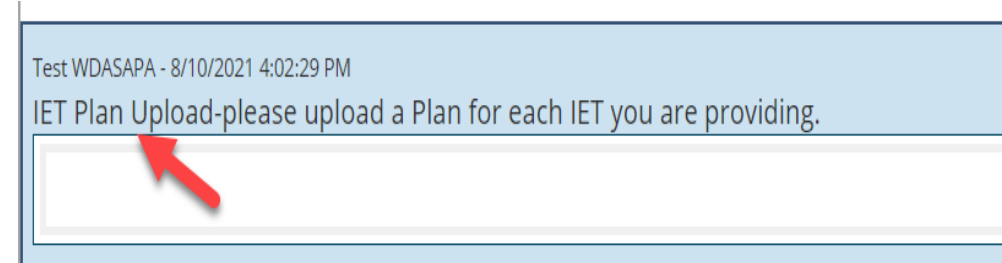
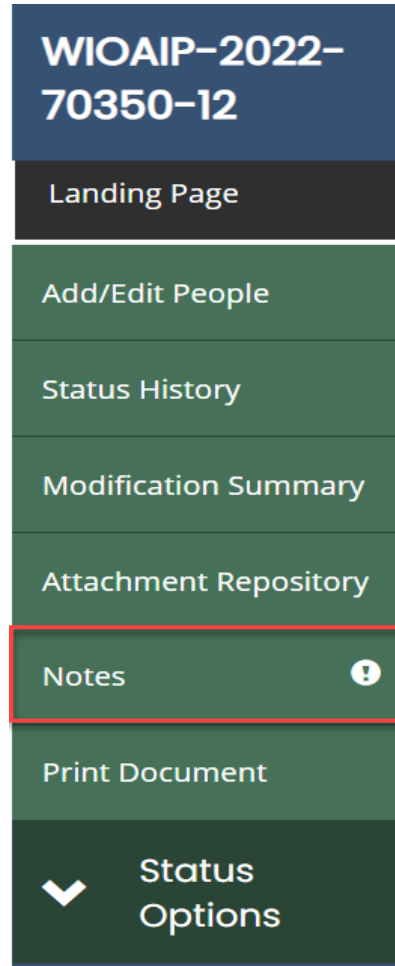
The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The left sidebar menu is expanded, showing options like 'Modification Summary', 'Attachment Repository', 'Notes', 'Print Document', 'Status Options', 'Modify Application' (highlighted with a red arrow), and 'Related'. The main content area is titled 'Document Overview' and shows details for 'WIOAIP-2022-70350-12'. It includes sections for 'Adult Education: WIOA Instructional Programs', 'Your Role' (Authorized Official (5)), and 'Period Date' (3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM). A progress bar at the bottom shows the application status: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted.

# Modify the WIOA Application cont.

To see requested modifications, scroll down the menu on the left-hand side of the page until the **Notes** page is located under **Tools**.

An exclamation point icon will indicate the presence of new notes for the user to respond.

Select **Notes** to open the **Notes** page. **Notes** does not differentiate which page the note is for, therefore the Program Office Reviewer will begin each note with the page name the note refers to.



# Modify the WIOA Application cont.

**Note:** For review purposes, **Narrative** review refers to all aspects of the application *except* the budget pages.

**Note:** If budget items need to be modified, a comment will be made in the **Notes** section referring the user to the **Flagged Budget Item** section.

**WIOAIP-2022-70350-12**


Landing Page

Add/Edit People


Status History

Modification Summary

Attachment Repository


Notes 

Print Document

 Status Options

Test WDASAPA - 8/10/2021 4:02:29 PM

IET Plan Upload-please upload a Plan for each IET you are providing.












# Modify the WIOA Application cont.

If modifications are required, new notes will be present to indicate exactly what must be added or clarified.

If the modification involves responding to a comment, please enter the response on the notes page directly below the prompt.

**Note:** Narrative review comments usually require the agency to **make a change to an application page in addition to supplying a comment here.**

	  
Test WDASAPA - 8/10/2021 4:02:29 PM IET Plan Upload-please upload a Plan for each IET you are providing.	  
Test WDASAPA - 8/10/2021 3:58:26 PM Please clarify the Program Offerings.	  

# Modify the WIOA Application cont.

Click on the white box immediately below the prompt to enter text.

Select the Pencil icon below and to the right to toggle the full text editor to allow for more robust formatting.

Select the paper airplane icon to save and submit the response.

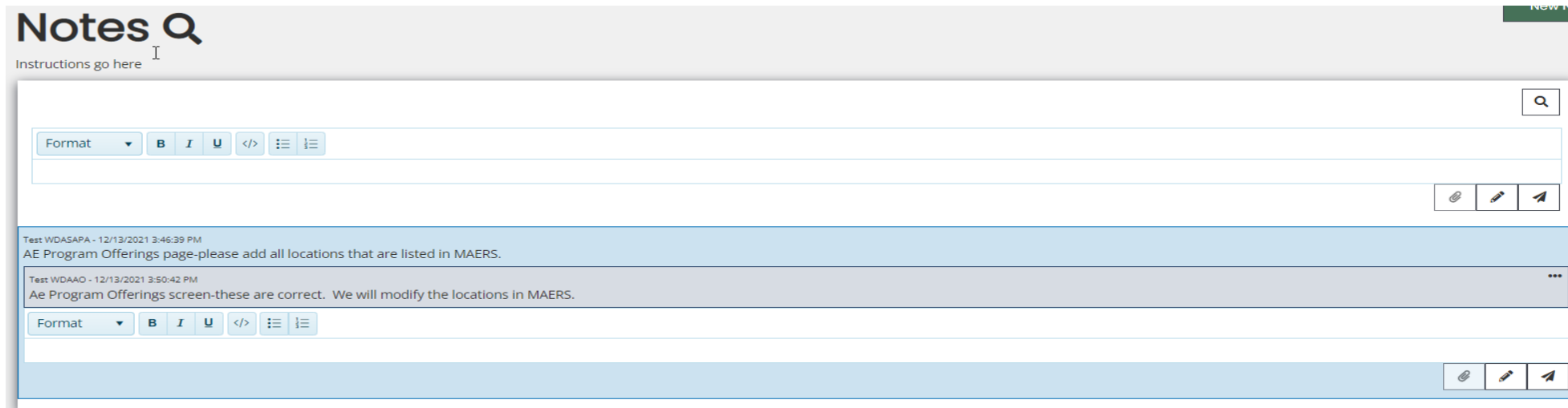
Test WDASAPA - 8/10/2021 4:02:29 PM  
IET Plan Upload-please upload a Plan for each IET you are providing.

Format ▼ **B** *I* U </> ☰ ☷

Ok, we have a dozen. Good times!

🔗 ✎ 🚀

# Modify the WIOA Application cont.



The screenshot displays a web application titled "Notes" with a search icon. Below the title, it says "Instructions go here". The main area contains two note entries, each with a text editor and a search icon. The first note is titled "Test WDASAPA - 12/13/2021 3:46:39 PM" and contains the text "AE Program Offerings page-please add all locations that are listed in MAERS." The second note is titled "Test WDAAAO - 12/13/2021 3:50:42 PM" and contains the text "Ae Program Offerings screen-these are correct. We will modify the locations in MAERS." Both text editors have a "Format" dropdown and buttons for bold, italic, underline, code, bulleted list, and numbered list. The second note also has a "..." menu icon on the right.

The saved response will immediately populate within the note. There is no further action required for this prompt.

If additional prompts are present repeat this process. If modifications are required within the application pages, be sure to make those modifications to the application pages indicated.

# Flagged Budget Items

If modifications are required to the budget, the **Flagged Budget Item** box on the navigation panel will be checked. Click on **Flagged Budget Item** and a list of flagged items will appear.

The flag will show the item as **Approved**, **Modifications Required**, or **Unallowable** and will have an associated comment. Make the required changes to the **Budget Item** and SAVE.

The screenshot shows the 'Document Overview' page for WIOAIP-2022-70350-10. The left navigation panel has 'Flagged Budget Items' selected. The main content area displays a workflow diagram with steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The 'Modifications Required' step is highlighted with a blue circle.

The screenshot shows the 'Flagged Budget Items' page for WIOAIP-2023-70350-46. The left navigation panel has 'Federal Instruction - Flagged Budget Items' selected. The main content area displays a table of flagged budget items.

Flag	Comment	Function Code	Description	FTE	Hours	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	Total
Approved		131: Basic (Adult/Continuing Education)	ABE teacher	1.00		\$40000	\$20000	\$0	\$0	\$0	\$0	\$60000
Modifications Required	More detail needed in description	221: Improvement of Instruction	pd		40.00	\$0	\$0	\$5000	\$0	\$0	\$0	\$5000

# Submit Modifications to the Application

Once all requested modifications are addressed, select **Submit Modifications** from the **Status Options** menu on the left-hand side. Click OK in the pop-up box to confirm your submission.

Home Administration Searches Test WDAAO New Note

**WIOAIP-2022-70350-10**

Document Overview

View document details.

Adult Education: WIOA Instructional Programs

WIOAIP-2022-70350-10

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM

NexSys Applications

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Administrative Review Complete Program Office Review Complete Grant Funds Available Amendment In Progress Amendment Submitted



# Amend the WIOA Application

After the WIOA application has been reviewed and approved and grant funds have been made available, some agencies may need to amend the approved application.

To initiate an amendment, login to NexSys, utilize the search function to locate the application, scroll down to **Status Options** and select **Amend Application**.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The sidebar on the left shows the application ID 'WIOAIP-2022-70350-11' and a list of options: 'Attachment Repository', 'Notes', 'Print Document', 'Status Options' (with a dropdown arrow), 'Amend Application' (highlighted with a red box), and 'Related Documents' (with a dropdown arrow). The main content area is titled 'Document Overview' and shows details for 'Adult Education: WIOA Instructional Programs'. It includes fields for 'Organization' (Zeeland Public Schools - 70350), 'Your Role' (Authorized Official (5)), and 'Period Date' (3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM). A progress timeline at the bottom shows the application status: 'Application In Progress' (checked), 'Application Submitted' (checked), 'Review In Progress' (checked), 'Modifications Required' (checked), 'Modifications In Progress' (checked), 'Modifications Submitted' (checked), 'Administrative Review Complete' (checked), 'Program Office Review Complete' (checked), 'Grant Funds Available' (checked), 'Amendment In Progress' (unchecked), and 'Amendment Submitted' (unchecked). A red arrow points to the 'Application In Progress' status.

# Amend the WIOA Application cont.

Next, click on **Amendment Justification**. In the Amendment Justification field enter a specific description of what is being amended. Click SAVE.

Proceed to amend the application as needed.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The left sidebar shows a list of forms: 'Cover Page', 'Assurances and Certifications', 'Important Information', and 'Amendment Justification' (highlighted with a red box). The main content area is titled 'Document Overview' and shows details for 'WIOAIP-2022-70350-11'. It includes fields for 'Organization' (Zeeland Public Schools - 70350), 'Your Role' (Authorized Official (5)), and 'Period Date' (3/30/2021 to 3/30/2022). Below these fields is a process flow diagram with 11 steps: 'Application In Progress', 'Application Submitted', 'Review In Progress', 'Modifications Required', 'Modifications In Progress', 'Modifications Submitted', 'Administrative Review Complete', 'Program Office Review Complete', 'Grant Funds Available', 'Amendment In Progress' (highlighted with a red arrow), and 'Amendment Submitted'.

# Amend the WIOA Application cont.

Any change that results in a 10% or more variance to a budget line item, or any change that includes a new activity must be preapproved by the Program Office via email.

**The Final Amendment date is May 15, 2023.** Unlike Section 107 applications that have specific dates to amend, please make amendments to the WIOA applications as needed throughout the year until May 15.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes 'Home', 'Administration', and 'Searches'. The left sidebar shows a list of forms: 'Cover Page', 'Assurances and Certifications', 'Important Information', and 'Amendment Justification' (highlighted with a red box and an exclamation mark icon). The main content area is titled 'Document Overview' and shows details for 'WIOAIP-2022-70350-11'. It includes fields for 'Organization' (Zeeland Public Schools - 70350), 'Your Role' (Authorized Official (5)), and 'Period Date' (3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM). A progress bar at the bottom shows the status of various steps: 'Application In Progress' (red circle), 'Application Submitted' (green circle with checkmark), 'Review In Progress' (green circle with checkmark), 'Modifications Required' (green circle with checkmark), 'Modifications In Progress' (green circle with checkmark), 'Modifications Submitted' (green circle with checkmark), 'Administrative Review Complete' (green circle with checkmark), 'Program Office Review Complete' (green circle with checkmark), 'Grant Funds Available' (green circle with checkmark), 'Amendment In Progress' (blue circle with checkmark), and 'Amendment Submitted' (grey circle with checkmark). A red arrow points to the 'Amendment Justification' form in the sidebar.

# Submit Amendment to the WIOA Application

Scroll down within the menu on the left-hand side of the page to the available status options.

Select the **Submit Amendment** option. If you choose not to submit the amendment, please cancel the amendment by clicking on **Amendment Cancelled**.

**NexSys** Grant, Application and Cash Management System QA - UAT

MICHIGAN Department of Education

Home Administration Searches

WIOAIP-2022-70350-11

## Document Overview

View document details.

Adult Education: WIOA Instructional Programs

WIOAIP-2022-70350-11

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

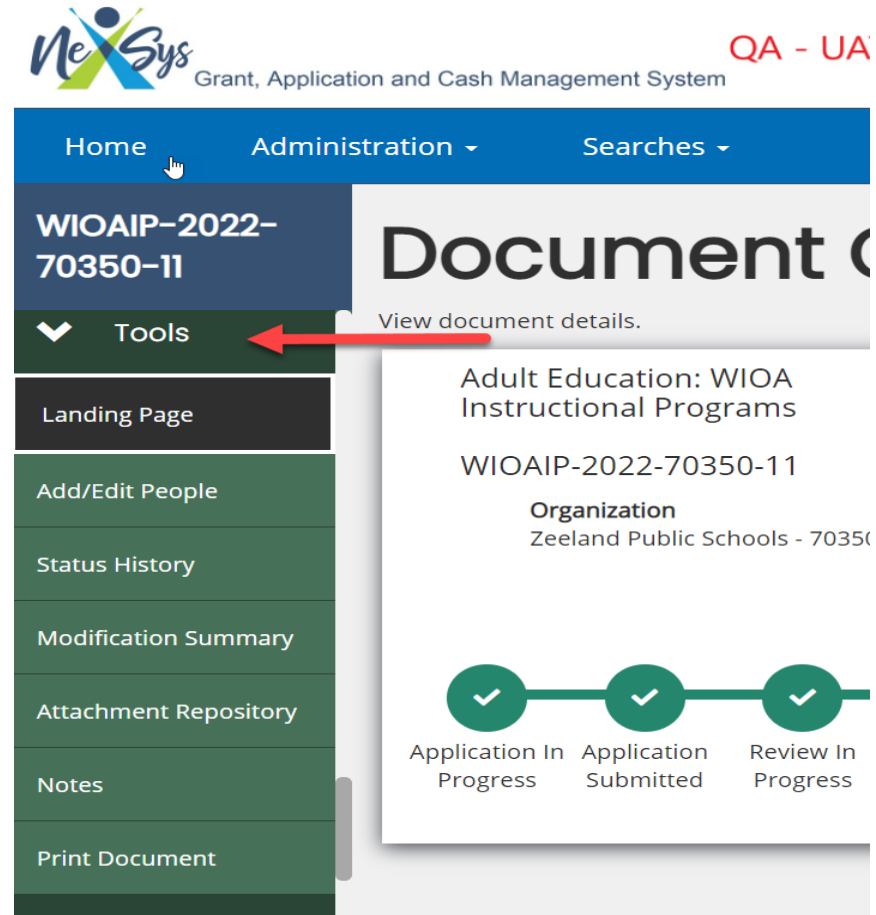
Period Date: 3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM

NexSys Applications

Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted

# Tools Section

The **Tools** section on the green navigation panel allows agencies to complete various tasks. This is similar to the Management Tools section in the MEGS+ applications.



# Tools Section cont.

Under the **Tools** section:

**Landing Page**-clicking on this brings you back to the **Document Overview** page.

The screenshot displays the NexSys Grant, Application and Cash Management System interface. The top navigation bar includes links for Home, Administration, and Searches. The left sidebar shows the WIOAIP-2022-70350-11 document, with the Tools section expanded to show the Landing Page option. The main content area, titled 'Document Overview', provides details for the document, including the Organization (Zeeland Public Schools - 70350), Your Role (Authorized Official (5)), and Period Date (3/30/2021 to 3/30/2022). A progress bar at the bottom indicates the status of various steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted.

**NexSys**  
Grant, Application and Cash Management System

QA - UAT

MICHIGAN Department of Education

Home Administration Searches

WIOAIP-2022-70350-11

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

## Document Overview

View document details.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-11

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Administrative Review Complete Program Office Review Complete Grant Funds Available Amendment In Progress Amendment Submitted

# Tools Section cont.

Under the **Tools** section:

**Add/Edit People**-this is where users are assigned to the application. Users from 2022 applications do not copy forward and must be reassigned to the application by the level 5 user.

A level 5 user must be assigned to the agency by the Michigan Department of Education (MDE). The **NexSys, Grant, Application & Cash Management System Security Access Form** must be submitted to MDE. Please contact your WIOA coordinator for this form.

The screenshot displays the NexSys web application interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'Searches' menus. The user is logged in as 'QA - UAT'. The left sidebar shows the 'Tools' section expanded, with options like 'Landing Page', 'Add/Edit People', 'Status History', 'Modification Summary', 'Attachment Repository', and 'Notes'. The main content area is titled 'Document Overview' and shows details for 'WIOAIP-2022-70350-11'. It includes a progress bar with 11 steps: 'Application In Progress', 'Application Submitted', 'Review In Progress', 'Modifications Required', 'Modifications In Progress', 'Modifications Submitted', 'Administrative Review Complete', 'Program Office Review Complete', 'Grant Funds Available', 'Amendment In Progress', and 'Amendment Submitted'. The first 9 steps are marked with green checkmarks, indicating completion. The 'Amendment In Progress' step is marked with a blue checkmark, and the final 'Amendment Submitted' step is marked with a grey circle.

Organization	Your Role	Period Date
Zeeland Public Schools - 70350	Authorized Official (5)	3/30/2021 12:00:00 AM 3/30/2022 12:00:00 AM

Progress Bar Steps:

- Application In Progress
- Application Submitted
- Review In Progress
- Modifications Required
- Modifications In Progress
- Modifications Submitted
- Administrative Review Complete
- Program Office Review Complete
- Grant Funds Available
- Amendment In Progress
- Amendment Submitted

# Tools Section cont.

The **NexSys, Grant, Application & Cash Management System Security Access Form** must also be submitted to MDE to establish the Accounting Entity Certifier for the Cash Management System (CMS).

The **Accounting Entity Certifier** is the individual assigned to:

- draw funds,
- report expenditure data,
- assign internal secondary security access in NexSys,
- request funds via the Internet,
- certify that the expended amounts are correct and properly charged to the projects listed.

The screenshot shows the NexSys interface. At the top, there's a navigation bar with 'Home', 'Administration', and 'Searches'. A sidebar on the left lists options: 'Tools' (selected), 'Landing Page', 'Add/Edit People', 'Status History', 'Modification Summary', 'Attachment Repository', and 'Notes'. The main content area is titled 'Document Overview' and shows details for 'WIOAIP-2022-70350-11'. It includes fields for 'Organization' (Zeeland Public Schools - 70350), 'Your Role' (Authorized Official (5)), and 'Period Date' (3/30/2021 to 12:00:00 AM). Below this is a progress bar with 11 steps: 'Application In Progress', 'Application Submitted', 'Review In Progress', 'Modifications Required', 'Modifications In Progress', 'Modifications Submitted', 'Administrative Review Complete', 'Program Office Review Complete', 'Grant Funds Available', 'Amendment In Progress', and 'Amendment Submitted'. The first 9 steps are marked with green checkmarks, the 10th with a blue checkmark, and the 11th with a grey circle.



# Add/Deactivate People from the Agency

**Note:** New users must be added to the agency first. Users no longer with the agency must be deactivated.

To deactivate a user, the Level 5 must click on Administration, select Organization & Person, select Organization Search, input the name of the organization and then select the correct organization from the search results.

Select Organization Members on the left navigation bar. Organization members will be displayed. Click on the edit feature to the right of the individual's name and then set the activation and deactivation dates.

The screenshot displays the 'Grant, Application and Cash Management System' interface. The top navigation bar includes 'Home', 'Administration', 'Searches', and 'Reports'. The left sidebar shows a tree view with 'Organization Information' expanded, listing 'Zeeland Public Schools - 70350' and 'Borculo Christian School - 703500361'. The main content area is titled 'Organization Members' and includes a 'Members Search' section with input fields for 'Name', 'Role', and 'Active'. The 'Active' field is a dropdown menu currently set to 'Both'. There are 'Clear' and 'Search' buttons at the bottom right of the search section. The top right of the interface shows the user is logged in as 'SHELLY HETTENBAC'.

# Add/Edit People

For the level 5 user to add others to the application, select **Add/Edit People**.

Select the “+” symbol on the right-hand side to add a user to the application.

The screenshot displays the 'People' management interface for document WIOAIP-2022-70350-6. The left sidebar contains navigation options: Attachments, State of Michigan Attachments, Tools, Landing Page, **Add/Edit People** (highlighted with a red box), Status History, and Modification Summary. The main content area shows the document details and a progress timeline. Below the timeline, the 'People Assigned to this Document' section features a table with one entry and a red arrow pointing to a '+' button for adding new users.

**People**  
Add or Edit people assigned to the document.

Adult Education: WIOA Instructional Programs    Adult Education: WIOA Instructional Programs    NexSys Applications

WIOAIP-2022-70350-6

Organization: Zeeland Public Schools - 70350    Your Role: Authorized Official (5)    Period Date: 3/30/2021 12:00:00 AM to 3/30/2022 12:00:00 AM

Progress Timeline: Application In Progress (checked) → Application Submitted → Review In Progress → Modifications Required → Modifications In Progress → Modifications Submitted → Administrative Review Complete → Program Office Review Complete → Grant Funds Available → Amendment In Progress → Amendment Submitted

**People Assigned to this Document** +

Person	Organization	Role	Active Dates	Assigned By	Notes
AO, test	123 EDUCATE CHILD CARE CENTER, Alpena	Authorized Official (5)	07/06/21 -	Grant System	

# Add/Edit People cont.

Enter the name in the **Person Search** and select the desired user from the drop-down menu.

Note: The person must be added to the agency first for their name to appear in the search.

Select the user's role within the application. Level 5 users can assign any other non-level 5 user assigned to the agency.

Add an Active Date for the user. Do not select an Inactive Date-leave this field blank.

Select SAVE.

The screenshot shows a web application interface for adding or editing a person. A modal window titled "Document Person" is open, containing a "Person Search" section. In the background, a sidebar menu shows "Searches" at the top, followed by a section with a checkmark icon and the text "Application In Progress". Below this is a "People" section with a dropdown arrow and the text "People A". Under "People", there are two items: "Person" (highlighted) and "HETTENBACH, SHELLY". Below "HETTENBACH, SHELLY" is "PSA05, Test".

The "Person Search" section has three input fields: "Name" (containing "Doe"), "Role" (a dropdown menu), and "Organization Name" (empty). Below these fields are "Clear" and "Search" buttons. At the bottom right of the modal is a "Save" button.

Below the modal, the following text is visible:

- Lansing Islamic School -
- 330108389, Ingham ISD - 33000,
- Kalamazoo RESA - 39000, Kent
- ISD - 41000, Lansing Catholic
- Central High School -

# Status History

To view the status history of the application, select the **Status History** page from the menu on the left-hand side of the page under **Tools**.

This is an informational page only.

The screenshot shows the 'Document Status History' page for application WIOAIP-2022-70350-6. The left sidebar contains a menu with 'Status History' selected. The main content area displays a timeline of the application's progress, starting with 'Application In Progress' and followed by 'Application Submitted', 'Review In Progress', and several 'Modifications' (Required, In Progress, Submitted). The timeline ends with 'Administrative Review Complete', 'Program Office Review Complete', 'Grant Funds Available', 'Amendment In Progress', and 'Amendment Submitted'. A table below the timeline shows the 'Document Status History' with columns for Status, Date/Time, Person, and Notes. The first entry is 'Application In Progress' on 7/6/2021 at 3:58:22 PM, by Test WDAAO.

Home Searches ▾

WIOAIP-2022-70350-6

State of Michigan Attachments

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

## Document Status History

View or export document status history.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-6

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM, 3/30/2022 12:00:00 AM

Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted

### Document Status History

Status	Date/Time	Person	Notes
Application In Progress	7/6/2021 3:58:22 PM	Test WDAAO	

< 1 >

# Modification Summary

To view the Modification Summary of the application, select the **Modification Summary** page from the menu on the left-hand side of the page under **Tools**.

By selecting previous versions from the first drop-down, users can compare current or another previous version to each other.

HomeAdministrationSearches

WIOAIP-2022-70350-18

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Status Options

Submit Application

Cancel Application

Related Documents

Initiate Related Doc

Document Modification Summary

Select two version dates to compare.

Any field values that differ between the two versions are displayed grouped by page.

If repeatable values are used, columns on the right will display to identify the field position.

- F - Field
- R - Row
- S - Section
- P - Panel

Template

Adult Education: WIOA Instructional Programs

Instance

Adult Education: WIOA Instructional Programs

Process

NexSys Applications

Document Name

WIOAIP-2022-70350-18

Document Status

Application In Progress

Organization

Your Role

Authorized Official (5)

Period Date

9/1/2021 12:00:00 AM

9/3/2022 12:00:00 AM

Application In Progress

Application Submitted

Review In Progress

Modifications Required

Modifications In Progress

Modifications Submitted

Administrative Review Complete

Program Office Review Complete

Grant Funds Available

Amendment In Progress

Amendment Submitted

Version A

Version B

Current

Excel

Cover Page

Last modified by: Test WDAAO

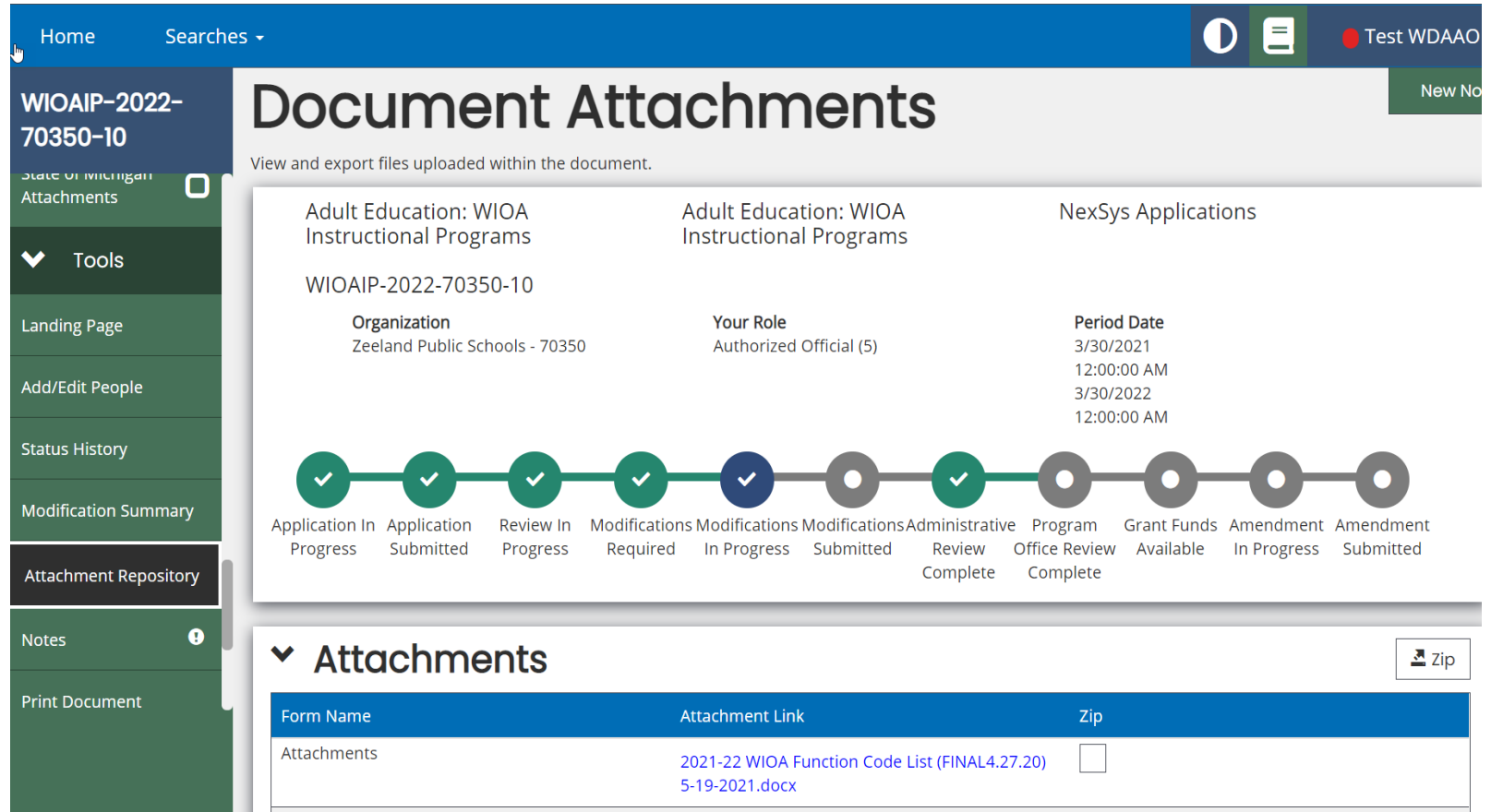
On: 12/13/2021 1:38:27 PM

Field Name	Version A - 1/1/0001 12:00:00 AM	Version B - Current	Difference (if numerical)
Applicant Name		Zeeland Public Schools - 70350	
Applicant District Code		70350	

# Attachment Repository

Select the **Attachment Repository** page from the menu on the left-hand side of the page under **Tools** to view all attachments that have been uploaded to the application by the agency.

Uploads can be opened from this page by selecting the blue colored link or can be compressed/zipped for saving together.



Home Searches

WIOAIP-2022-70350-10

State of Michigan Attachments

Tools

Landing Page

Add/Edit People

Status History

Modification Summary

Attachment Repository

Notes

Print Document

## Document Attachments

View and export files uploaded within the document.

Adult Education: WIOA Instructional Programs

Adult Education: WIOA Instructional Programs

NexSys Applications

WIOAIP-2022-70350-10

Organization: Zeeland Public Schools - 70350

Your Role: Authorized Official (5)

Period Date: 3/30/2021 12:00:00 AM, 3/30/2022 12:00:00 AM

Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted

### Attachments

Form Name	Attachment Link	Zip
Attachments	<a href="#">2021-22 WIOA Function Code List (FINAL4.27.20) 5-19-2021.docx</a>	<input type="checkbox"/>

# Notes

An “!” next to **Notes** on the navigation menu signals that there are notes that have been entered in the application by the Program Office.

Notes can be read, added, edited and saved from the Notes page.

The screenshot displays the NeSys Grant, Application and Cash Management System interface. The top navigation bar includes the NeSys logo, the text "Grant, Application and Cash Management System", a "QA - UAT" status indicator, and the Michigan Department of Education logo. The main content area is titled "Notes Q" and includes a search bar and a "New Note" button. The left sidebar contains a navigation menu with the following items: "Tools", "Landing Page", "Add/Edit People", "Status History", "Modification Summary", "Attachment Repository", "Notes" (highlighted with a red border and an exclamation mark icon), and "Print Document". The main content area shows a list of notes with the following details:

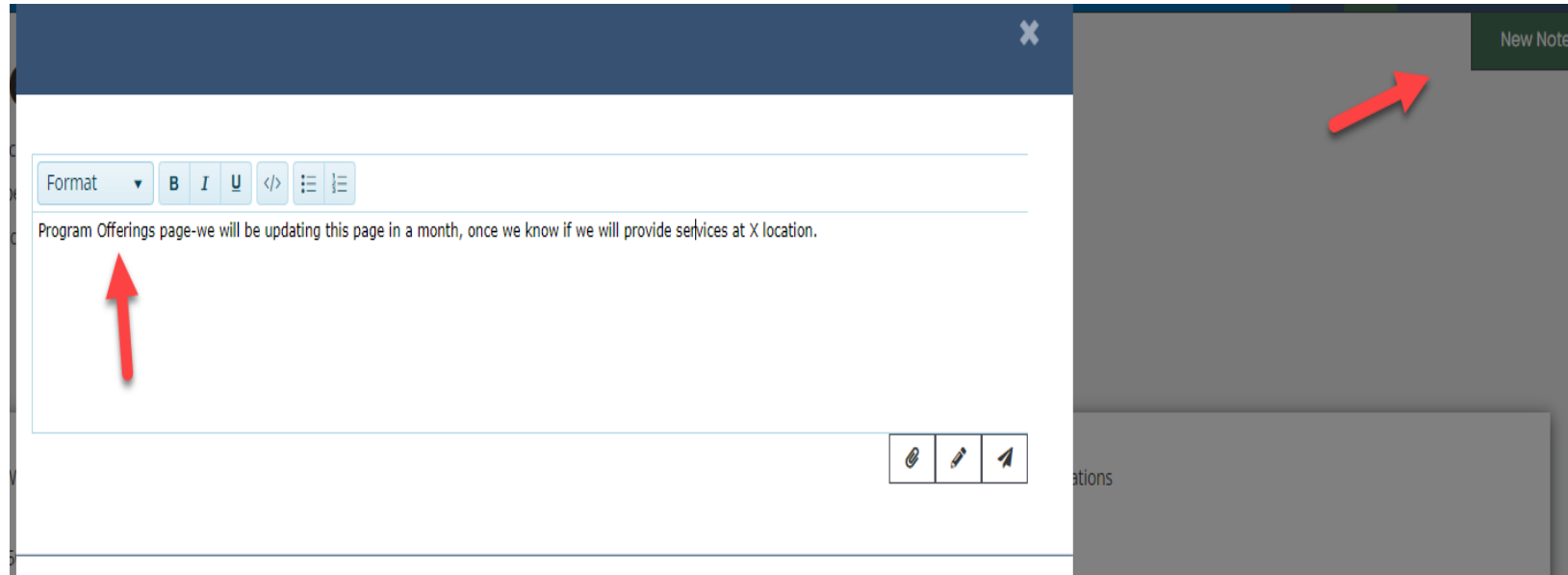
- Test WDASAPA - 8/3/2021 3:00:27 PM  
regional partnership page: Please add more partners
- Test WDASAPA - 8/3/2021 3:05:14 PM  
reply to comment
- Status Change - 8/3/2021 9:48:02 AM

# Notes cont.

Notes can also be added from any page within the application by selecting the **New Note** button found in the upper-right hand corner of any page.

Remember to first write the page name for which you are writing the note. Though you can access a **New Note** from each page, the notes will display as one document that does not differentiate pages.

A pop-up window will appear with a full text editor to create and save new notes.





# Print Document

Select **Print Document** from the **Tools** menu to open a pop-up window that allows user to select or deselect individual sections of the application to print.

The top-most row of radio buttons allows for all pages within that column to be selected

Select **Print** to download the selected pages.

**Note:** We strongly suggest printing individual pages rather than selecting ALL, as this can take a very long time to print and is subject to errors.

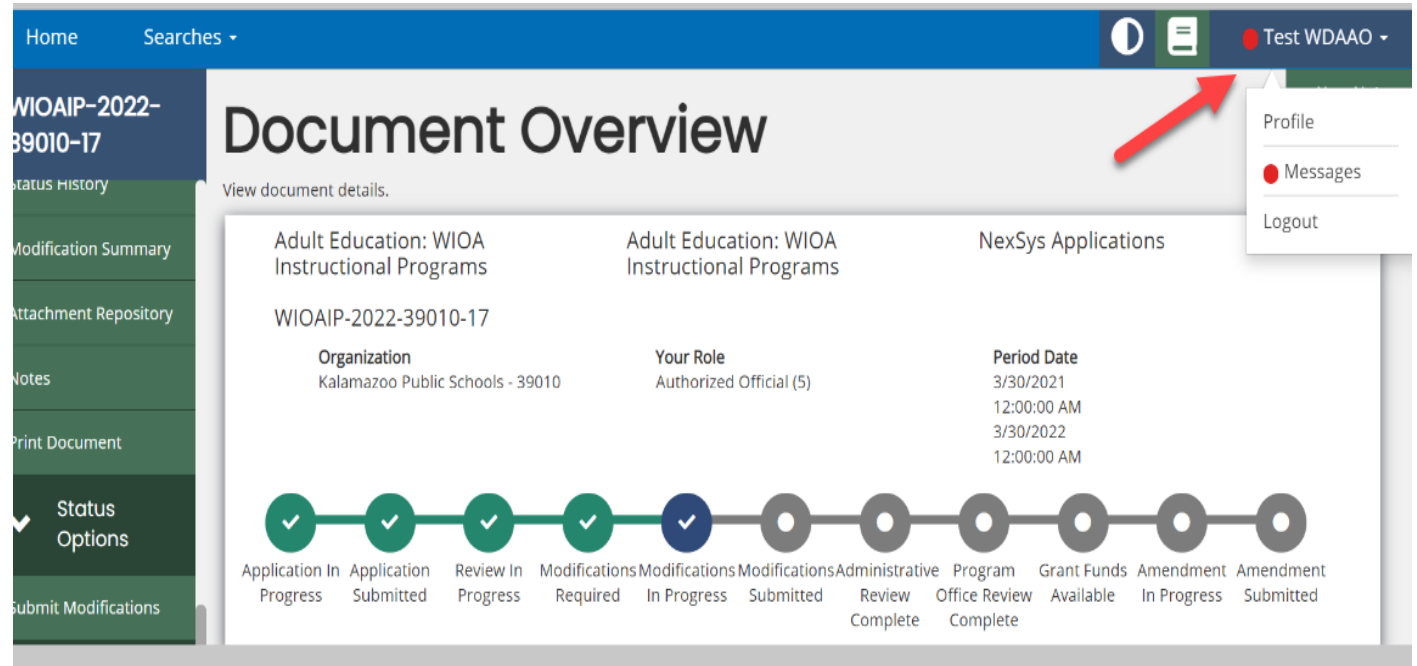
	Include	Exclude	Include Blank Copy
ALL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover Page	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assurances and Certifications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Review Grant Selections	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Fiscal Agent Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regional Partnership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult Education Program Offerings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Summary	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capital Outlay	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Flagged Budget Items	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Narrative Upload	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contractual Agreement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Print**

# User Profile

Once initiated, the application will open to the **Document Overview** page, also called the **Landing Page**.

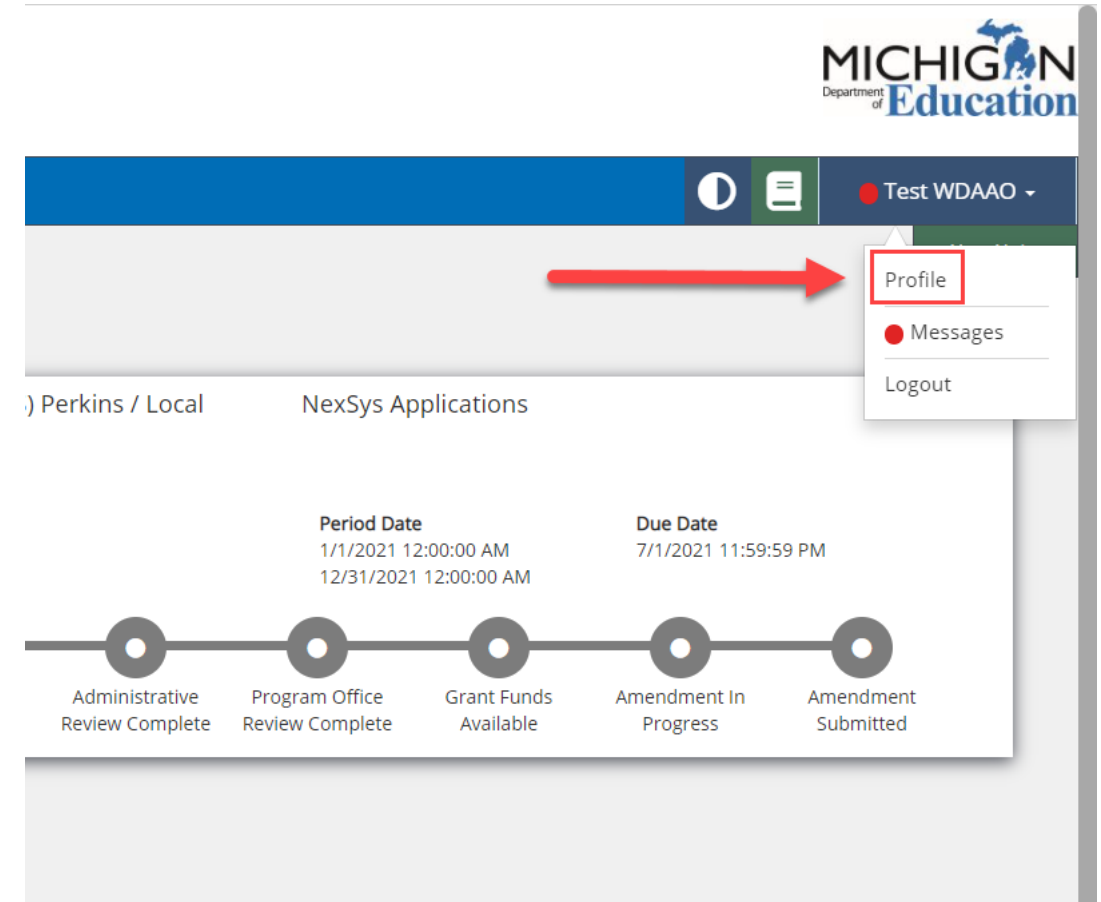
Locate and select your name in the upper-right corner of the screen to drop down a short menu.



# User Profile

Select the **Profile** link from the drop-down choices.

This is also where users can access system messages received.



# **Adult Education**

Michigan Department of  
Labor and Economic Opportunity –  
Workforce Development

**LEO-Adulted@michigan.gov**